



# Privacy Notice for CASES Employees

September 2024

**FAIRNESS**



**PROFESSIONALISM**



**HONESTY**



**RESPONSIBILITY**



**EXCELLENCE**



*"Promoting excellence in sport and exercise sciences"*



## Introduction

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your working relationship with us. This notice explains how we comply with the law on data protection and what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to our current and former employees, workers, directors, and consultants. This notice does not form part of any contract of employment or other contract to provide services.

References to **we**, **our** or **us** in this privacy notice are references to the **Chartered Association of Sport and Exercise Sciences (CASES)**.

The CASES Chief Executive Officer oversees our compliance with data protection laws; however, the CASES Board of Directors has overall responsibility for data protection compliance in our organisation.

## Personal information we may collect from you

When you interact with us in relation to your work with us, you may provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses and emergency contact details;
- date of birth;
- gender;
- marital status;
- referee details, next of kin and emergency contacts;
- national insurance number and other tax or governmental identifiers;
- bank accounts, payroll and tax status
- salary, insurance, annual leave, pension, benefit entitlement and expenses;
- start date and leaving date;
- location of employment or workplace;
- attendance history;
- identification documents and information, such as passport;
- recruitment (including copies of right to work documentation, past employment history, references and other information included in a CV or cover letter or as part of the application process);
- employment records and notes (including job titles, work history, working hours, training records, professional memberships, maternity, parental and compassionate leave and details of any home-working assessment for health and safety purposes) and education and professional records/qualifications;
- performance data including that generated through our appraisal systems;
- disciplinary and grievance information;



- use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- images in video and/or photographic form and voice recordings;
- records of enquiries and other correspondence with you.

## **Special categories of personal information**

Previously known as sensitive personal data, special categories of personal data is data about an individual which is more sensitive, thus requiring more protection. The special categories, as defined by the UK GDPR, include information about an individual's:

- racial or ethnic origin
- sex
- gender
- ethnic origin
- politics
- religious or philosophical beliefs
- trade union membership
- genetics
- biometrics (where used for ID purposes)
- health
- sexual orientation

CASES may undertake surveys to determine whether our equity, diversity and inclusion policies are fair and effective; to understand our member demographic and to determine whether any actions need to be undertaken to rectify any issues with representation and/or member opportunities. We do this by analysing the information that is provided to us in an anonymous, de-personalised and aggregated format. This information is collected during membership registration and membership renewal. All special categories of personal sensitive information are subject to enhanced protection and safeguarding, including controlling who can access it, encryption, and physical security measures.

## **Where we collect your information**

We typically collect personal information about employees, workers, directors and consultants through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will also collect additional personal information during job-related activities throughout the period of you working for us.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "Your rights in relation to personal information" section below.



## Uses made of the information

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

<b>Purpose</b>	<b>Personal information used</b>	<b>Lawful basis</b>
<b>Non- 'special categories' of Personal Information</b>		
<b>Making a decision about your recruitment or appointment and managing the recruitment process and determining the terms on which you work for us</b>	All the personal information we collect for the purposes of the recruitment process	We need this information to be able to perform and administer the recruitment process for you to engage you This is necessary to enter into a contract with you
<b>Checking you are legally entitled to work in the UK</b>	Personal contact details and identification documents and right to work documentation	We have a legal obligation to do so.
<b>Producing and maintaining business records, staff directories, intranets, websites, brochures and other internal and external business documentation and materials</b>	Personal contact details, location of employment or workplace and employment records	We have a legitimate interest to maintain up to date business records and materials.
<b>Paying you and, if you are an employee, deducting tax and National Insurance contributions</b>	Personal identifiers and transaction and payment information	To be able to manage and perform our contract with you We have a legal obligation to do so
<b>Providing benefits of employment or working, including flexible benefits and liaising with benefit providers</b>	Personal identifiers, salary, annual leave, pension and benefits entitlement, transaction and payment information	To be able to manage and perform our contract with you We may have a legal obligation to do so
<b>Administering the contract we have entered into with you</b>	All your personal information excluding 'special categories' of personal information and criminal records information	To be able to manage and perform our contract with you
<b>Conducting performance reviews, grievance or disciplinary hearings, managing performance and determining performance requirements and making decisions about compensation and benefits,</b>	Performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits	We have a legitimate interest to ensure that our workers are meeting their performance objectives and that the business is managing and controlling the performance process effectively To be able to manage and perform our contract with you
<b>Business management and planning, including accounting and auditing, conducting our normal business operations and managing our relationship with you</b>	All your personal information excluding 'special categories' of personal information and criminal records information	To be able to manage and perform our contract with you. We have a legitimate interest to run and manage our business



<p><b>Assessing qualifications for a particular job or task, including decisions about promotions and ascertaining your fitness to work, education, training and development requirements</b></p>	<p>Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits and other personal information excluding 'special categories' of personal information and criminal records information</p>	<p>We may be legally obliged to do so to be able to manage and perform our contract with you</p> <p>We have a legitimate interest to run and manage our business and to ensure that our workers are suitably trained</p>
<p><b>Making decisions about your continued employment or engagement or termination of our working relationship</b></p>	<p>Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits</p> <p>Special categories of data are used in an HR-related capacity, for instance, information about health in order to deal with requests for early retirement, etc.</p>	<p>We have a legitimate interest to ensure that the workers we engage continue to be suitably qualified and/or appropriate for their role within the business</p>
<p><b>Managing sickness absence</b></p>	<p>Personal identifiers, attendance history and performance</p>	<p>To be able to manage and perform our contract with you</p> <p>We have a legitimate business interest to ensure that the workers we engage continue to be suitably qualified and/or appropriate for their role within the business</p>
<p><b>Complying with health and safety obligations</b></p>	<p>Personal identifiers and other information obtained through electronic means such as swipe card and key fob records, working environment information including any home-working assessment records</p>	<p>We have a legal obligation to comply with Health and Safety laws</p> <p>We also have a legal obligation to report any accidents at work in accordance with health and safety laws</p>
<p><b>Dealing with legal disputes involving you, or other employees, workers, directors and consultants, including accidents at work</b></p>	<p>All your personal information excluding 'special categories' of personal information and criminal records information</p>	<p>To be able to manage and perform our contract with you</p> <p>We have a legitimate interest to ensure that all legal claims are managed effectively</p>
<p><b>For the purposes of ensuring the security of our systems and our information, to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution</b></p>	<p>Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, usernames and other IT system identifying information</p>	<p>We have a legitimate business interest in ensuring our systems are secure</p> <p>To be able to manage and perform our contract with you</p>





<b>To facilitate the use of our IT systems and monitor your use of our information and communication systems to ensure compliance with our IT policies</b>	Use of our information and communications systems, including the computers and fixed and mobilephones that we allow you to use, passwords, personal identification numbers, IP addresses, usernames and other IT system identifying information	We have a legitimate interest in ensuring that our workers use our computer systems and information correctly and efficiently and in compliance with our IT policies To be able to manage and perform our contract with you
<b>To comply with our legal obligations, for example in relation to PAYE, National Insurance, Companies House filings</b>	Personal identifiers, transaction and payment information, national insurance number and other tax or governmental identifiers bank account details, payroll and taxstatus, name, address, date of birth, other directorships	We have a legal obligation to do so
<b>To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution</b>	Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, usernames and other IT system identifying information	We have a legitimate interest in ensuring our systems are secure
<b>To conduct data analytics studies to review and better understand employee retention and attrition rates</b>	Employment records	We have a legitimate interest in order to improve as an employer
<b>For the purposes of equal opportunities monitoring</b>	Name, title, date of birth; gender; marital status; salary, annual leave, pension and benefits; location of employment or workplace	We may have a legal obligation to do so and we have a legitimate interest in doing so to make sure our business is a fair place to work
<b>Storage of records relating to you and also records relating to our business</b>	All non-‘special categories’ of personal information	To be able to manage and fulfil our contract with you, we may have a legal obligation to do so and we also have a legitimate interest to keep proper records
<b>For the purpose of complying with any regulatory requirements</b>	All the personal information about you excluding special category information and criminal records data	We may have a legal obligation to comply with regulatory requirements and we have a legitimate interest in complying with regulatory requirements

For some of your personal information you will have a legal, contractual, or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information, we may not be able to engage your or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your engagement. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.



Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on CASES other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

## Disclosure of your personal information

We share personal information with the following parties:

- **Any party approved by you.**
- **Other service providers to our business:** for example, payroll, pension administration, benefits provision, professional advisors and administration, CCTV contractors and IT services. All our third-party service providers are required to take appropriate security measures to protect your personal information.
- **Purchasers of our business:** buyers or perspective buyers who we sell or negotiate to sell our business to.
- **Prospective new employers:** for the provision of references for you;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

## How long do we keep personal information for?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with commercial practice and regulatory requirements. Generally, where there is no legal requirement, we retain all physical and electronic records for a period of six years after your last contact with us. Exceptions to this rule are:

- Details regarding unsuccessful job applicants where we hold records for a period of not more than 12 months;
- Information that may be useful to a pension provider or benefit provider which we may retain for the period that your pension or benefit is payable.
- Information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.



It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

## Your rights in relation to personal information

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them, and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

### Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## Contacting us





In the event of any query or complaint in connection with the information we hold about you, please email [enquiries@cases.org.uk](mailto:enquiries@cases.org.uk) or write to us at:

**CASES**

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**Updated to reflect Charter status and reference to CASES: 1 April 2025**